

**FREEDOM OF INFORMATION ACT REQUEST**

**Verification of Adequacy of FOIA Search**

or

**“No Records” Certificate**

The Freedom of Information Act (FOIA) mandates that a search for records responsive to a FOIA request must be “reasonably calculated to uncover all relevant documents” and must include all locations where responsive records are likely to exist. Failure to conduct an adequate search can result in litigation against DCMA. In order to defend the Agency in such litigation (which could occur months or even years from the time of the search), it is necessary to record the methodology used to conduct the search. Therefore, please answer the following questions and include this information with any responsive documents found. If no records are found, please submit the signed verification.

<b>FOIA Request No.</b>	FOIA-2016-002218 (ACC-Brust)
<b>Brief Description of Records Requested:</b>	Copies of Records related to (1) Workshop on Epigenetics and Cumulative Risk Assessment, held on September 2-3, 2015 and (2) Advancing Systematic Review Workshop, held on December 16-17, 2015 (“Workshops”).
<b>Name/Title/Phone Number/E-Mail of Person Conducting the Search:</b>	Search was conducted by several ORD/NCEA employees and was coordinated by Chris Saint, Director, NCEA Program Support Staff, 703-347-0317, saint.chris@epa.gov.
<b>Describe the types of records searched (i.e., email accounts, office files or electronic records):</b>	Email Accounts, Office Files and Electronic Records
<b>Describe the locations searched: EPA electronic records &amp; email accounts:</b>	
<b>Files:</b>	Physical files within EPA’s Potomac Yards Facility (2733 S Crystal Drive Arlington VA 22202)
<b>Databases/System sources:</b>	EPA Email system and share drives
<b>Keywords/phrases used:</b>	epigenetics, systematic, review, workshop, “public comment”
<b>Individual Workstations/Laptops:</b>	Chris Saint, Glinda Cooper, David Bussard, Paul White, Vicki Soto
<b>Other electronic media (describe):</b>	Archived records of email and electronic for a retired EPA employee
<b>List other offices throughout the Agency that you feel may possess responsive documents:</b>	

**CERTIFICATION**

A thorough search has been conducted for documents responsive to FOIA Request #

✓

I certify to the best of my ability that the attached documents are the only DCMA records from this office that satisfy this request.

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I certify to the best of my ability that no responsive records exist.

Chris Saint

(Signature)

Director Prog. Spt. Stf.

(Title)